

Town of Secaucus

Job Description

Job Title: **MECHANIC (FULL TIME)**

EXEMPT (Y/N):	No	SALARY:	\$50,000.00 - \$75,000.00
SHIFT:	6:30 am to 3:00 pm	DIVISION:	Public Works
LOCATION:	370 Secaucus Rd.	DEPARTMENT:	Road Repair & Maintenance
UNION AFFIL:	Local #11 Blue Collar Unit	SUPERVISOR:	Superintendent

SUMMARY: The purpose of this job is to perform duties under supervision to maintain and repair, in accordance with diagrams, sketches, operation manuals, and manufacturer's specifications, automobiles, trucks, emergency and heavy-duty vehicles in the garage and in the field. Perform the routine and specialized work involved in the installation, maintenance, repair, and upkeep of motors (both gasoline and diesel), fuel systems, exhaust systems, cooling systems, suspension systems, steering systems, instruments and testing equipment. Upon assignment of supervising personnel, perform the routine and specialized work involved in the construction, maintenance, and repair of street, sewer, sanitation, parks, and other facilities.

ESSENTIAL JOB FUNCTIONS: Include the following. Other duties may be assigned.

- Participates in disassembly, reconditioning, and replacement of parts and assemblies on engines, power transmissions, suspension, steering, braking systems, and related electrical, fuel, wheel, and engine assemblies.
- Repair tasks such as removing and replacing radiators, fuel tanks, cleaning carburetors and distributors, making idling adjustments, replacing generators, spark plugs, and lubrication of equipment.
- Raises vehicles using hydraulic lift or hoist
- Removes engines, transmissions, and differential.
- Uses micrometers, calipers, and thickness gauges to inspect parts for wear.
- Replaces and adjusts headlights, installs, and repairs accessories, such as radios, heaters, mirrors, and windshield wipers.
- Drives trucks, backhoe, street sweeper, and other municipal vehicles.
- Repairs streets and sidewalks with asphalt and concrete using shovel, hand roller, trowel, level and tamp.
- Handles heavy materials on construction, maintenance, and repair projects.
- Responsible for the obtaining, storing, and safe-guarding equipment, materials, tools, and supplies, keeping accurate and necessary records and performing any other manually skilled and /or unskilled duties as may be needed.
- Able to react to change productively and handle other essential tasks as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma required or equivalent
- Minimum five (5) years' experience in the technical area of mechanic, expertise in the repair and maintenance of automotive vehicles and equipment.
- Must have a valid drivers license, CDL issued by the New Jersey Division of Motor Vehicles and have a driving record free of any major motor vehicle violations for the last three (3) years.
- Experience in the operation of an automatic or standard shift vehicle with or without power steering and must indicate ability to operate certain types of vehicles such as small or large vans and ¾ ton trucks.
- Experience in driving and operating heavy construction and snow plowing equipment is preferable.
- Knowledge of varied types of motors and equipment and their operations; of the diagnosing of reasons for motor failure and the steps necessary to correct the condition.
- Ability to analyze mechanical problems, organize assigned work, and develop effective work methods; to do mechanical work in the town garage as well as in the field; to properly store and safeguard equipment, tools, materials, supplies and records.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 lbs., frequently lift and/or move up to 25 lbs., and occasionally lift and/ or move up to 50 lbs. Specific vision abilities required by this job include close vision, peripheral vision, and depth perception.

WORK ENVIROMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/ or humid conditions, fumes, or airborne particles, toxic or caustic chemicals as labeled under "Right to Know" New Jersey State Law, extreme cold, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

NOTICE REQUIREMENT: In accordance with certain agreement between the Town of Secaucus and various employee bargaining units, the above job opportunity is hereby posted for a period of not less than five (5) days prior to action by the Town of Secaucus to fill the vacancy. To apply submit application and/or resume to slopez@secaucus.net or with Human Resources Department.

Reference code: **DPW**

EOE/M/F/D/V

Posting expires: May 10, 2022